

Professional and Managerial Branch
Water Utilities Administration Group
Planning Series

ENVIRONMENTAL PLANNER

08/97(SAC)

Summary

Under direction, prepare comprehensive environmental plans, surveys and development programs for the utilization of water and land resources.

Typical Duties

Participate in development of comprehensive plans, surveys and development programs. Involves: developing land use and environmental surveys and projects; conducting analysis and research related to advanced planning for facility requirements, future water sources, required conservation efforts, and related matters; assisting engineers in the development of long range water facilities master plan, including identifying needed long range capital improvements; evaluating development proposals for consistency with utilities master plan; recommending changes to Utilities' master plan and periodically updating plan as required.

Ensure regulatory compliance with procedures for the acquisition, sale or lease of Public Service Board property. Involves: reviewing development proposals to determine what studies are necessary; performing preliminary assessments such as identifying environmental conditions or monitoring excavations to determine archaeological significance; coordinating environmental assessments performed by outside consultants for Utility property and proposed projects; directing collection and analysis of environmental or cultural resources; obtaining archaeological permits, zoning and land use approvals or similar authorization; coordinating review of contaminated sites, subsurface investigations and hazardous materials containment activities; reviewing environmental impact statements or similar studies completed by consultants for technical adequacy.

Work with City, regional, state and federal agencies on joint or interrelated planning efforts. Involves: coordinating with major development planners on upcoming private projects that will impact water and wastewater service demands and facility needs; representing the Water Utilities before the City Plan Commission, Mayor and City Council, and other boards and commissions on matters concerning land use, environmental impacts and mitigation requirements, if necessary.

Perform miscellaneous related professional and managerial functions as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing delegated duties sufficient to maintain continuity of normal operations; preparing technical reports pertaining to land use, demographics, water demands, land development and environmental assessments; determining cost of hiring consultants to perform studies; serving as the cultural and historic preservation liaison for the utility.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Environmental Planning, Water Resources Planning, Geology, Archaeology or a related field and six (6) years of progressively responsible professional experience coordinating or planning environmental protection projects, including at least three (3) years experience performing environmental assessments, archaeological studies or water resource planning; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: the principles, practices and techniques of urban and land use planning; techniques of planning research and their application to difficult planning studies; procedures and techniques associated with long range planning for a water utility; federal and state regulatory and permitting requirements for environmental assessments, due diligence and archaeological surveys.

Ability to: prepare assessments of the community's long range water and sewer needs and related facility needs; develop acquired data in the formulation of sound planning standards and the development of comprehensive plans; express oneself clearly and concisely, orally and in writing; establish and maintain effective working relationships with fellow employees, other departments, officials, governmental agencies and the general public; prepare and conduct presentation.

Skill in: Safe use and care of personal computer or network work station, including word processing, database, spreadsheet and geographic information system software programs.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent issued by another state.

Director of Personnel

Department Head